

ASSIGNMENT REQUIREMENTS/STANDARDS - CRITICAL ACQUISITION POSITION (CAP)

REQUIREMENTS

MEMBER OF THE ACQUISITION PROFESSIONAL COMMUNITY (APC)

MUST SIGN WRITTEN AGREEMENT (TENURE) TO STAY IN THE ASSIGNMENT FOR 3 YEARS

APC MEMBERSHIP STANDARDS (1)

GRADE: GS-13 & ABOVE OR 0-4 AND ABOVE IN AN ACQUISITION POSITION; OR HAVE BEEN SELECTED TO A GS-14 OR ABOVE ACQUISITION POSITION.

(3) **EDUCATION:** BACHELOR'S DEGREE **AND ALSO:** 24 SEMESTER CREDIT HOURS OF STUDY FROM AMONG THE FOLLOWING DISCIPLINES: ACCOUNTING, BUSINESS FINANCE, LAW, CONTRACTS, PURCHASING, ECONOMICS, INDUSTRIAL MANAGEMENT, MARKETING, **QUANTITATIVE METHODS.**(2) ORGANIZATION AND MANAGEMENT, **OR** 24 SEMESTER CREDIT HOURS IN THE PERSON'S CAREER FIELD **AND EITHER** 12 SEMESTER CREDIT HOURS FROM AMONG THE DISCIPLINES LISTED ABOVE **OR** TRAINING IN THESE DISCIPLINES EQUIVALENT TO THE 12 SEMESTER CREDIT HOURS REQUIREMENT, (CREDIT HOUR STANDARDS MAY BE MET BY APPROVED EXAMINATIONS) **OR** HAD 10 YEARS OF ACQUISITION EXPERIENCE AS OF 1 OCT '91. (4) (5)

EXPERIENCE: 4 YEARS OF ACQUISITION EXPERIENCE.
UP TO 12 MONTHS OF ACADEMIC TRAINING OR EDUCATION IN ACQUISITION MAY BE SUBSTITUTED FOR ACQUISITION EXPERIENCE.
URLs MAY COUNT UP TO 18 MONTHS OF COMMAND TOUR EXPERIENCE TOWARD ACQUISITION EXPERIENCE

TRAINING: COMPLETION OF ALL MANDATORY LEVEL II OR LEVEL III TRAINING IN PRIMARY ACQUISITION CAREER FIELD OR CERTIFICATION AT LEVEL II OR LEVEL III.

(1) STANDARDS DO NOT APPLY TO AN EMPLOYEE WHO WAS IN A CAP ON 1 OCT '92 FOR PURPOSES OF QUALIFYING TO CONTINUE TO SERVE IN POSITION HELD ON THAT DATE.

(2) **QUANTITATIVE METHODS** COURSES ARE MATHEMATICS COURSES APPLIED TO BUSINESS AND MANAGEMENT SUCH AS STATISTICS, OPERATIONS RESEARCH AND MATHEMATICS NORMALLY TAUGHT IN SCHOOLS OF BUSINESS OR MANAGEMENT. PURE MATHEMATICS COURSES WOULD NOT MEET THE INTENT OF THE LEGISLATION AND WOULD NOT BE COUNTED.

(3) **EDUCATION DEGREE STANDARD:** DOES NOT APPLY IF EMPLOYEE MEETS THE THREE FOLLOWING CONDITIONS (1) WAS IN ACQUISITION POSITION ON 1 OCT '91 (2) HAD LESS THAN 10 YEARS IN ACQUISITION POSITIONS AS OF 1 OCT '91 (3) HAS THE 24 SEMESTER CREDIT HOURS (AS STATED ABOVE). COMBINATIONS OF COLLEGE CREDIT COURSES AND EQUIVALENCY EXAMS TOTALING 24 HOURS MAY BE USED, BUT THE 24 HOURS MUST ALL BE IN THE STATED BUSINESS-RELATED DISCIPLINES.

(4) ANYONE IN THE CAREER FIELD OF **CONTRACTING** MUST HAVE THE 24 HOURS - NOT 12 - AS LISTED FOLLOWING "**AND ALSO**" IN THE EDUCATION STANDARD SECTION ABOVE

(5) **ALL EDUCATION STANDARDS :** DO NOT APPLY TO EMPLOYEES WITH 10 YEARS OF ACQUISITION EXPERIENCE ON 1 OCT '91. NO WAIVER NEEDED FOR SUCH AN EMPLOYEE

WAIVERS

WAIVER PROCEDURES: (QUARTERLY, DACM MUST FILE COPIES OF APPROVED WAIVERS WITH THE DIRECTOR, AET&CD, OSD(A&T))

FOR CAP ASSIGNMENT: VALID ONLY FOR CAP SPECIFIED IN REQUEST; MUST BE APPROVED BEFORE NON-APC MEMBER IS ASSIGNED TO A CAP. SEE APPENDIX E, SECNAVINST 5300.36 FOR FORMAT AND GUIDANCE.

FOR APC SELECTION STANDARDS: SEE SECNAVINST 5300.36, APPENDIX M FOR FORMAT AND GUIDANCE.

SEE PART 2, CHAPTER V OF SECNAVINST 5300.36 FOR CLARIFICATION OF THE TWO ABOVE WAIVERS

FOR RELEASE FROM TENURE OBLIGATION: SEE APPENDIX G, SECNAVINST 5300.36 FOR FORMAT AND GUIDANCE